

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 2107

TITLE: DEPUTY CLERK-BOARD OF SUPERVISORS

GRADE: S-18

DEFINITION:

Under general supervision of the Clerk-Board of Supervisors, to perform responsible clerical and stenographic work in the preparation and maintenance of official records of the Board of Supervisors; and to do related work as required. In the absence of the Clerk, the Deputy, as directed, performs all functions and duties of the Clerk.

TYPICAL TASKS:

Alternates with the Clerk in attending meetings of the Board of Supervisors;
Records proceedings of Board meetings;
Assists with the accurate transcriptions of Board proceedings;
Prepares notices of hearings and other official documents;
Distributes ordinances;
Answers inquiries of the public;
Checks and certifies to receipt of and payment of items on all invoices chargeable to the Board;
Prepares departmental payroll;
Prepares statistical tabulations required by the State;
Supervises subordinate personnel.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the procedures followed by the Board of Supervisors;
Ability to take and transcribe dictation of proceedings of meetings and conferences;
Ability to plan and organize work;
Supervisory ability;
Tact and courtesy in governmental and public contacts.

EMPLOYMENT STANDARDS:

Graduation from high school and two years of experience as a senior clerk stenographer, including extensive experience in taking and recording minutes of meetings.

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